

28 APR 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

STAT FROM :
Career Management Officer, DDA

SUBJECT : Nominations of Candidates for Public
Service Awards

REFERENCE : Memo fr D/PP/P&M to Deputy Directors and
Chairman E Career Service, undated; Re
Same Subject

1. Through the years Public Service Awards have been established to provide honor and recognition to individuals who have distinguished themselves in government service. The awards program which now includes 18 awards, offers the Agency the opportunity to publicly acknowledge the accomplishments of its most deserving employees. A booklet is attached which describes each award and lists past Agency nominees.

2. To ensure that qualified candidates are not overlooked, each DDA Subgroup is being asked to review carefully all of its members and submit nominations for as many awards as possible. For each nominee please forward a brief statement which describes the particular service which qualifies the employee for nomination.

3. In order that we may prepare a consolidated Directorate response, it would be appreciated if you would submit your nominations to this office by Monday, 18 May 1981.



STAT

Attachment:
As Stated

Distribution:
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MEMORANDUM FOR: Chairman, E Career Service
Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology

FROM : Harry E. Fitzwater
Director of Personnel Policy, Planning, and Management

SUBJECT : Nominations of Candidates to be Recommended for the
Period 1 August 1981 - 31 July 1982 for the
Following Public Service Awards

- (a) Excalibur Award
- (b) Federal Records and Information Management Awards
- (c) National Civil Service League Award
- (d) Arthur S. Flemming Awards
- (e) Financial Management Improvement Awards
- (f) William T. Pecora Award
- (g) Horace Hart Award
- (h) Roger W. Jones Award for Executive Leadership
- (i) William A. Jump Memorial Award
- (j) Improvement of Financial Management in Government Service Award
- (k) Justice Tom C. Clark Award
- (l) President's Award for Distinguished Federal Civilian Service
- (m) Joseph C. Wilson Award
- (n) Rockefeller Public Service Award
- (o) Younger Federal Lawyer Awards
- (p) Automatic Data Processing Award
- (q) GEICO Public Service Awards
- (r) Congressional Award for Exemplary Service to the Public

1. The Public Service Awards listed above have been established to provide honor and recognition to individuals who have distinguished themselves in government service. These award programs offer the Agency an opportunity to publicly acknowledge the accomplishments of its most deserving employees.

2. In order to ensure that qualified candidates are not overlooked, it is essential that each of the Career Services review carefully all of their members and that they be encouraged to submit nominations for as many awards as is possible. A booklet is attached which describes these awards and lists past Agency nominees.

3. It is requested that you review all employees from your Directorate and identify qualified candidates whom you would endorse for the various awards. Included for each nominee should be a brief statement indicating the particular service which qualifies that employee for nomination. Please forward your list of nominees to this Office by 22 May 1981. The combined list of all nominees will be reviewed by the Honor and Merit Awards Board and will then be forwarded, with comments of the Board, to the Deputy Director for final decision.

4. Nomination actions during the coming year will be based upon your submissions at this time and the decision of the Deputy Director. As in the past, your assistance will be requested in developing the nominating documents for your candidates who are selected as Agency nominees.

[Redacted Signature Box]

Harry E. Fitzwater

Attachment:
Annual Booklet

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OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT

P U B L I C S E R V I C E A W A R D S

April 1981

Excalibur Award

AWARDS GRANTED BY: This awards program was initiated in the Fall of 1979 by Representative Michael D. Barnes of Maryland.

PURPOSE OF AWARDS: To provide recognition for Federal career civilians and military personnel who have made outstanding contributions of significance to their organizations and/or the public.

ELIGIBILITY CRITERIA: Individuals will be selected based on the following endeavors:

- . unusual leadership or individual efforts in solving problems at community, state, regional, national or international levels;
- . outstanding service to the public, improvement in the quality or simplification of the regulations affecting the private sector;
- . personal integrity, honesty, high moral character and courage in dealing with complete and sensitive issues;
- . ability to overcome unusual obstacles or handicaps in achieving major organizational goals and objectives; or
- . outstanding scientific, technical, or administrative achievements that bring credit upon the organization and the Federal Government.

NUMBER OF AWARDS GRANTED: Framed honorary certificates and flags that were flown over the Capitol will be presented to 1-3 persons on 6-10 occasions throughout the year at special ceremonies in the U. S. Capitol.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: Several occasions to be announced throughout the year.

PREVIOUS AGENCY NOMINATIONS:

August 1979
August 1980
August 1980

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DDA
Ass't/DCI
NFAC/OER

STAT

National Civil Service League Award

AWARDS GRANTED BY: National Civil Service League, Washington, D. C., and is supported by private donations.

PURPOSE OF AWARDS: Recognizes career public employees for significant contributions, encourages excellence in government service, promotes public appreciation of quality in government, and stimulates able persons to choose government careers.

ELIGIBILITY CRITERIA: Nominees must be career employees (no political appointees will be accepted) with the period of employment spanning at least 10 years. This service may include local, state, and military time. Winners are selected based on demonstrated efficiency, achievement, character, and service.

NUMBER OF AWARDS GRANTED: Ten.

NUMBER OF NOMINATIONS PER AGENCY: One.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: October 1981.

PREVIOUS AGENCY NOMINATIONS:

1960	* Lyman B. Kirkpatrick, Jr.	O/DCI
1961	* Sherman Kent	O/NE
1962	Herbert Scoville, Jr.	O/SI
1963	* Arthur C. Lundahl	O/PI
1964		USIB
1965	* Richard Helms	O/DCI
1966	R. Jack Smith	DD/I
1967	R. Jack Smith	DD/I
1968	Lawrence K. White	O/DCI
1969	* Lawrence K. White	O/DCI
1970	* Lawrence R. Houston	OGC
1971	* R. Jack Smith	DD/I
1972	* Thomas H. Karamessines	DD/P
1973	Carl E. Duckett	DD/S&T
1974	* Carl E. Duckett	DD/S&T
1975	Edward W. Proctor	DD/I
1976	Edward W. Proctor	DD/I
1978	* John F. Blake	DD/A
1979	* John H. Waller	IG

* Recipient of an award.

Arthur S. Flemming Awards

AWARDS GRANTED BY: Downtown Jaycees of Washington, D. C., with the support and assistance of the Office of Personnel Management.

PURPOSE OF AWARDS: To recognize those who have performed outstanding and meritorious work for the Federal Government, to encourage high standards of performance in the Federal service and to enhance appreciation of our form of government and the opportunities and responsibilities that it presents.

ELIGIBILITY CRITERIA: Civilian or military employees of the Executive Branch of the U. S. Government who are under age 40 on 1 January 1981, and who have a total of 36 months Government service by 31 December 1980. Awards will be made principally for outstanding and meritorious achievements having current impact on Federal programs or operations.

NUMBER OF AWARDS GRANTED: Ten (five in administrative or executive fields, and five in scientific or technical fields).

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: November 1981.

PREVIOUS AGENCY NOMINATIONS:

STAT	1960		OSI
	1962		OSI
	1963	Paul M. Chretien	OTR
STAT	1964		OP
	1965	Dr. Albert D. Wheelon	DDS&T
	1968	George A. Carver	ONE/SAVA
STAT	1972		ORD
	1974	James V. Hirsch	ORD
STAT	1975		DCI/NIO
	1976		DCI/NIO
	1977	* James H. Taylor	Comptroller
	1978	* Robert M. Gates	NFAC
STAT	1979	*	NFAC/OER

* Recipient of an award.

Financial Management Improvement Awards

AWARDS GRANTED BY: Joint Financial Management Improvement Program of Washington, D. C., in cooperation with the Office of Management and Budget, General Accounting Office, Treasury Department, and the Office of Personnel Management.

PURPOSE OF AWARDS: To recognize exceptional accomplishment in the application of effective financial management; may include but is not limited to accounting, auditing, automatic data processing, budgeting, cash management, control and allocation of resources, cost reduction, financial systems development, management analysis, planning, productivity measurement and improvement, and financial and performance reporting.

ELIGIBILITY CRITERIA: Accomplishments must have been made during the last fiscal year or be a continuation or carryover from prior years.

NUMBER OF AWARDS GRANTED: Two.

NUMBER OF NOMINATIONS: Unlimited (individual or group nomination).

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: January 1982.

PREVIOUS AGENCY NOMINATIONS:

STAT	1974/5	Thomas B. Yale	OF
	1976	<input type="text"/>	ODP
	1977	<input type="text"/>	OF

William T. Pecora Award

AWARDS GRANTED BY: National Aeronautics and Space Administration and the Department of the Interior.

PURPOSE OF AWARDS: To recognize outstanding contributions toward the understanding of the earth through remote sensing. May be a sustained or single contribution of major importance to the art of science of understanding of the earth through observations made from space.

ELIGIBILITY CRITERIA: Any individual or group working in the field of earth resource sensing. Applicant must not be a previous award recipient.

NUMBER OF AWARDS GRANTED: Generally one or two.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: February 1982.

PREVIOUS AGENCY NOMINATIONS: None.

Horace Hart Award

AWARD GRANTED BY: Education Council of the Graphic Arts Industry, Inc.,
Pittsburgh, Pennsylvania.

PURPOSE OF AWARD: For distinguished public service in the field of
printing and publishing, and to honor those who have:

- . aided in the development of educational or training
programs at the managerial or professional levels
- . assisted in the expansion by private enterprise through
ideas, recommendations and suggestions
- . made notable contributions to the increase of knowledge
- . contributed to greater understanding of the present and
future manpower needs, skills, training and qualification
- . developed products, techniques or process to advance the
technology
- . improved the design and appearance of government publications
and reports
- . distinguished themselves in public service over a long
period of time

in the field of printing and publishing.

ELIGIBILITY CRITERIA: Any person employed in the Federal, State or local
Government of the U. S., appointed or elected, who has not previously received
an award.

NUMBER OF AWARDS GRANTED: One, consisting of a printed scroll awarded at the
annual awards banquet of the Education Council and the Graphic Arts Technical
Foundation.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: February 1982.

PREVIOUS AGENCY NOMINATIONS:

1963	<div style="border: 1px solid black; width: 200px; height: 50px;"></div>	O/Log
1966		O/Log
1966		O/Log
1976		/ O/Log

* Recipient of an award.

Federal Records and Information Management Awards

AWARDS GRANTED BY: Jointly sponsored by the National Archives and Records Service of GSA and the National Capital Chapter of the Association of Records Managers and Administrators, Inc.

PURPOSE OF AWARDS: To honor those whose efforts contribute significantly to improved efficiencies and reduced costs in Federal records and information management activities.

ELIGIBILITY CRITERIA: No age or service eligibility requirements. Criteria may include, but is not limited to the following:

- . relevance of the activity described to records and information management systems;
- . significance or impact of the accomplishment within the agency or upon the service being rendered to the public;
- . benefits realized in terms of improved service, simplified procedures and quantifiable savings (non-quantifiable and intangible benefits are also given careful consideration);
- . evidence of ingenuity, innovation and creativity;
- . initiative demonstrated beyond that which might reasonably be expected of a person in the position being occupied;
- . scope of the units directly benefited by the achievement as well as the potential suitability for application or modification by others.

NUMBER OF AWARDS GRANTED: Unlimited, and group nominations will also be considered.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: September 1981.

PREVIOUS AGENCY NOMINATIONS:

1966
1968
1971
1972
1976

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O/DDS
SSS/DDS
CS/OPSER
D/Intell/CRS
SS/ISG

* Recipient of an award.

Roger W. Jones Award for Executive Leadership

AWARDS GRANTED BY: American University, College of Public Affairs, of Washington, D. C.

PURPOSE OF AWARDS: To recognize those Federal career executives who have demonstrated superior leadership which resulted in outstanding organizational achievements, and who have a strong commitment to the development of managers and executives.

ELIGIBILITY CRITERIA: Nominee should epitomize the best among career executives who are committed to their own professional growth and development in order to better serve the public interest.

NUMBER OF AWARDS GRANTED: Two.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: February 1982.

PREVIOUS AGENCY NOMINEES:

1979

John J. Hicks

DD/NFAC

William A. Jump Memorial Award

AWARDS GRANTED BY: William A. Jump Memorial Foundation, Washington, D. C., and is supported through private contributions.

PURPOSE OF AWARDS: Recognition of outstanding service in administration and notable contributions to the efficiency and quality of the public service.

ELIGIBILITY CRITERIA: Must be a Federal career employee with no less than five years of service who has not reached his or her 37th birthday as of 31 December 1980. Work performance must demonstrate unusual competence and interest in any area of public administration, leadership in the direction or development of programs, creativity and resourcefulness, close adherence to the basic principles of enlightened public service, integrity, and dedication to duty. It is intended to recognize those persons in the executive-administrative areas of supervision, and development or operation of Federal activities. It includes personnel administration, budgetary and financial administration, administrative analysis, all administrative planning activities, and the executive planning and direction of programs.

NUMBER OF AWARDS GRANTED: One or two. In addition, special recognition certificates are given to all nominees who, in the judgment of the Award Committee, meet the qualifications prescribed by the Foundation, but are not selected as an award recipient.

NUMBER OF NOMINATIONS PER AGENCY: One from each agency.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: March 1982.

PREVIOUS AGENCY NOMINATIONS:

STAT	1963		OCR
	1964		NPIC
	1965		O/Sec
	1966	John N. McMahon	DDS&T
	1972	Leslie C. Dirks	DDS&T
	1973	Leslie C. Dirks	DDS&T

* Recipient of an award.

** Was not a recipient of an award but received a certificate of recognition.

Improvement of Financial Management in Government Service Award

AWARDS GRANTED BY: The Washington Chapter of the Association of Government Accountants.

PURPOSE OF AWARDS: To accord special recognition of outstanding achievement in developing and improving financial management in the Government service.

ELIGIBILITY CRITERIA: Achievement must constitute a notably outstanding contribution to financial administration and must have been accomplished or completed in calendar year 1980. The areas for which nominations are requested may include but need not be limited to activities such as:

- . accounting systems
- . auditing
- . budgeting
- . accounting operations
- . programming
- . financial reporting
- . automatic data processing
- . financial management training
- . performance and productivity accounting

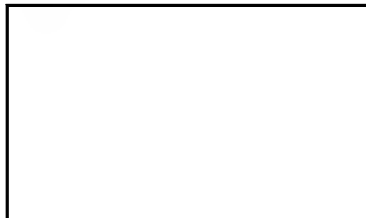
NUMBER OF AWARDS GRANTED: Selections determined by Awards Committee and approved by the Executive Committee of the Association of Government Accountants.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: March 1982.

PREVIOUS AGENCY NOMINATIONS:

1966
1967
1971
1974
1975
1975



OF
Audit Staff
OPPB
OF
OF
IC Staff

* Recipient of an award.

** Was not a recipient of an award but received a certificate of distinction in recognition of his accomplishments in financial management.

Justice Tom C. Clark Award

AWARDS GRANTED BY: Washington, D. C., Chapter of the Federal Bar Association.

PURPOSE OF AWARD: To give public recognition to career lawyers who have performed outstanding work for the U. S. or D. C. Government, or in the field of Federal public law generally, to stimulate the interest of the public and the legal profession in the diversified opportunities and responsibilities of career lawyers, and in the significant contributions made by them, and to encourage high standards by career lawyers.

ELIGIBILITY CRITERIA: Award based on general accomplishments over a sustained period or on a specific accomplishment contributing to the development of public law. Accomplishment constituting the basis for the nomination must have occurred or have been performed during the five year period of government service immediately preceding the date of the submission of the nomination. Nominee will not be considered if such government service was terminated more than one year preceding the date of the submission of the nomination. No nominee will be considered if the accomplishments constituting the chief basis for the nomination were required pursuant to appointment by the President or while serving in a judicial or quasi-judicial capacity.

NUMBER OF AWARDS GRANTED: One.

NUMBER OF NOMINATIONS PER AGENCY: One.

ANTICIPATED DEADLINE TO SUBMIT NOMINATION: April 1982.

PREVIOUS AGENCY NOMINATIONS: None.

President's Award for Distinguished Federal Civilian Service

AWARDS GRANTED BY: The President of the United States. The program is administered by the Office of Personnel Management.

PURPOSE OF AWARDS: The award is the highest honor which may be granted to a member of the Federal service in recognition of exceptional achievement of unusual benefit to the nation. The awards are presented for the best achievements having current impact in improving Government operations or serving the public interest. The achievements shall exemplify one or more of the following:

- . imagination in developing creative solutions to problems in Government, or
- . courage in persevering against odds and difficulties, or
- . high ability in accomplishing extraordinary scientific or technological achievement, in improving outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government or country, or
- . long and distinguished career service.

ELIGIBILITY CRITERIA: Any career employee, at any grade or age level, who is deserving of greater public recognition than that which can be granted by the head of the Agency. Individuals appointed by the President may be nominated only if they are serving in what may be considered to be a career position.

NUMBER OF NOMINATIONS PER AGENCY: No limit and components are urged to consider employees at all levels within their organizations.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: April 1982.

PREVIOUS AGENCY NOMINATIONS:

1964	* Lyman Kirkpatrick	O/Compt
1966	Sherman Kent	D/NE
1967	* Sherman Kent	D/NE
1968	Arthur Lundahl	O/PI
1970	Arthur Lundahl	O/PI
1972	Lawrence White	O/Compt
1976	* E. Henry Knoche	DD/CI
1978	* Sidney N. Graybeal	NFAC/OSR
1978	Robert Bowie	O-NFAC
1979	Robert Bowie	O-NFAC
1979	Howard Stoertz	NFAC/NIO
1980	** Maurice C. Ernst	D-OER/NFAC

* Recipient of an award.

** Award recipients had not been announced at the time this booklet was being published.

Joseph C. Wilson Award

AWARD GRANTED BY: The Rochester Association for the United Nations, United Nations Association, Xerox Corporation, and the University of Rochester.

PURPOSE OF AWARD: To recognize high achievement and potential in activities contributing to the peaceful resolution of international problems in such fields as:

- . agriculture
- . communications
- . diplomacy
- . economics
- . education
- . environment
- . health
- . science or technology

ELIGIBILITY CRITERIA: A U. S. citizen who has made a significant contribution to the improvement of understanding among people, nations or international institutions. The candidate should be a person with a sustained record of interest in the betterment of international understanding; a person with recent achievement of an unusually significant nature; or a person near the mid-point in his/her career who has potential for further contribution over the next 10 years.

NUMBER OF AWARDS GRANTED: One \$10,000 award.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: May 1982.

PREVIOUS AGENCY NOMINATIONS: None.

Rockefeller Public Service Awards

AWARDS GRANTED BY: Established by John D. Rockefeller, III, and administered by the Woodrow Wilson School of Public and International Affairs, Princeton University.

PURPOSE OF AWARDS: To honor persons in or out of government service who have made outstanding contributions in public service at the local, state, or national level and who have demonstrated a high quality of character. Emphasis is on extraordinary contributions to the improvement of American society in particular problem areas such as:

- . contributing to equitable world development
- . conserving energy and other resources
- . increasing the effectiveness of state and local government
- . revitalizing communities and neighborhoods
- . broadening opportunities for youth
- . improving health and the provision of medical care
- . supporting the well-being of families.

ELIGIBILITY CRITERIA: Any U. S. citizen who has made a specific and identifiable achievement of major significance to the public service.

NUMBER OF AWARDS GRANTED: Generally five awards of \$10,000 each.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: May 1982.

PREVIOUS AGENCY NOMINATIONS:

1957		OCR
1957		OBI
1960	Otto E. Guthe	DDI/R&R
1962/3/4/5/6	Richard Helms	O/DDCI
1963/5	Lyman B. Kirkpartrick	O/DCI
1971/2	Lawrence R. Houston	OGC
1976	Carl E. Duckett	DD/S&T

STAT

Younger Federal Lawyer Awards

AWARDS GRANTED BY: Council on Younger Lawyers of the Federal Bar Association, Washington, D. C.

PURPOSE OF AWARDS: To encourage younger Federal lawyers in the U. S. and overseas to attain high standards of professional achievement.

ELIGIBILITY CRITERIA: Award based on professional and community responsibilities or on a specific professional achievement contributing to the development of public law. Applicants must have served the Government for three consecutive years and must be under age 36.

NUMBER OF AWARDS GRANTED: Unlimited.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: May 1982.

PREVIOUS AGENCY NOMINATIONS:

1976
1979
1980

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OGC
OGC
OLC

- * Recipient of an award.
** Award recipients had not been announced at the time this booklet was being published.

Automatic Data Processing Award

AWARDS GRANTED BY: Interagency Committee on Automatic Data Processing.

PURPOSE OF AWARDS: To recognize Government employees who have made significant contributions in the field of information technology. Areas of consideration include:

- . specific accomplishments as a senior manager in policy, planning, management or utilization of information technology;
- . improved delivery of Government services through use of information technology;
- . meeting program objectives through innovative and cost-effective use of information technology;
- . cost savings through use of information technology;
- . innovative advancements in the state-of-the-art of information technology resources and application; or
- . general accomplishment over a period of at least 10 years in the field of information technology.

NUMBER OF AWARDS GRANTED: Unlimited.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: May 1982.

PREVIOUS AGENCY NOMINATIONS:

1980

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OER/NFAC
ODP/DDA

* Award recipients had not been announced at the time this booklet was being published.

GEICO Public Service Awards

AWARDS GRANTED BY: Government Employees Insurance Company.

PURPOSE OF AWARDS: To recognize publicly Federal employees for their special achievements and contributions to the public good in endeavors which improve the quality of life in the United States. An award will be made in each of the following areas:

- . fire prevention/safety
- . traffic safety/accident prevention
- . physical rehabilitation
- . alcoholism

ELIGIBILITY CRITERIA: Any career Civil Service employee whose dedication to professionalism has resulted in especially noteworthy accomplishments exemplifying the highest attainment of public service. The contributions of individuals nominated will be judged principally on their impact, the extent to which they served as an inspiration to others and brought credit to the Federal service.

NUMBER OF AWARDS GRANTED: Four \$2,500 cash awards.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: June 1982.

PREVIOUS AGENCY NOMINATIONS:

1980	<div style="border: 1px solid black; width: 200px; height: 40px;"></div>	(physical rehabilitation)	NFAC
1980		(alcoholism)	DDA
1980		(fire prevention/safety)	DDA

* Was not a recipient of an award but received a certificate of appreciation.

ADMINISTRATIVE INTERNAL USE ONLY

Congressional Award for Exemplary Service to the Public

AWARDS GRANTED BY: The Office of Personnel Management, Washington, D.C., in cooperation with members of Congress.

PURPOSE OF AWARD: To recognize and publicize exemplary and courteous service to the public, to encourage a concerned and responsible attitude toward the public among Government personnel, and to underscore the interest of the President and the Congress in the importance of courtesy throughout Government.

ELIGIBILITY CRITERIA: Individuals, groups or organizations nominated for this award must have demonstrated a degree of courtesy in dealing with their public that exceeds normal expectations, including courtesy, promptness, willingness to "go the extra step," and a general desire to reflect a favorable image of the organization. Nominations are encouraged for candidates who have:

- . established innovative procedures for responding to citizens' needs or interests that are more efficient, economic, and/or effective (e.g. development of improved procedures for handling written or telephone inquiries; development of an effective training program for those dealing with the public; establishment of a plan for the use of incentive awards to encourage and recognize outstanding contributions in responding to citizens' needs).
- . consistently exceeded job requirements in dealing with requests for information, materials, or other services (e.g. an individual or group that has received many favorable comments and letters on services rendered the public).
- . performed a special act or service well beyond the requirements of his/her job in direct response to a citizen need or concern (e.g. taking action to deal with a critical and immediate need for help or assistance within a community or region).

NUMBER OF AWARDS GRANTED: One plaque or certificate. Finalists will receive letters jointly signed by the co-sponsors.

NUMBER OF NOMINATIONS PER AGENCY: No limit.

ANTICIPATED DEADLINE TO SUBMIT NOMINATIONS: October 1981.

PREVIOUS AGENCY NOMINATIONS:

1980	*The Office of Public Affairs	O/DCI
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NOTE: This is a new public service awards program.

* Award recipients had not been announced at the time this booklet was being published.

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